

057-00-8164-25
TECHNICAL REPORTING DIRECTIVE
OFFICE OF AIRLINE INFORMATION
BUREAU OF TRANSPORTATION STATISTICS
DEPT OF TRANSPORTATION
NOV 29 PM 1:36

TITLE 14 CODE OF FEDERAL REGULATIONS PART 234
AMENDED, TECHNICAL DIRECTIVE #6

ISSUE DATE: November 24, 1999
EFFECTIVE DATE: January 1, 2000

This technical directive replaces Technical Directive #5 and Accounting and Reporting Directive #234. We have reviewed the **List of Reporting Air Carriers** and the **List of Reportable Airports**. There are no changes from the 1999 listings.

The Office of Airline Information will issue accounting and reporting directives to update the reporting air carrier and reportable airport lists, and to clarify the reporting regulations when the need arises.

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I. Introduction

Part 234 of the Department's Regulations, "Airline Service Quality Performance Reports," requires certain U.S. air carriers to submit scheduled flight performance data and mishandled-baggage information to the Department, and to provide on-time performance codes to CRS vendors. These data are used to monitor each carrier's on-time performance and baggage handling, and to provide information to consumers. The scheduled flight performance data are filed on BTS Form 234, "On-Time Flight Performance Report." The mishandled-baggage information is submitted as a one-page addendum to Form 234 with the required certification and transmittal letter. The on-time performance codes are filed with the Department, but are computed and supplied to CRS vendors in accordance with the procedures set forth in §§ 234.8 and 234.9 and in this Technical Directive.

II. Applicability

1. Each reporting air carrier providing scheduled domestic passenger operations at a reportable airport will file Form 234, "On-Time Flight Performance Report," if its share of the industry's total domestic scheduled-service passenger revenues

exceed one percent, based on Form 41 data for the 12 months ended March 31. Each year, the Office of Airline Information updates the list of reporting air carriers.

2. For calendar year 2000, the reporting air carriers are Alaska Airlines, American Airlines, America West Airlines, Continental Airlines, Delta Air Lines, Northwest Airlines, Southwest Airlines, Trans World Airlines, United Air Lines, and US Airways.

3. The reportable airports with respect to which data must be submitted to the Department are those airports located in the 48 contiguous states enplaning 1 percent or more of the industry's domestic scheduled-service passengers, as reported on the Form 41 Schedule T-100 and summarized in the publication **Airport Activity Statistics of Certificated Air Carriers** for the 12 months ended December 31. Each year, the Office of Airline Information updates the list of reportable airports based on the **Airport Activity Statistics of Certificated Air Carriers** publication. For calendar year 2000, the 29 reportable airports are:

Atlanta. Hartsfield.....	ATL
Baltimore/Washington International	BWI
Boston. Logan International.....	BOS
Charlotte. Douglas.....	CLT
Chicago. O'Hare.....	ORD
Cincinnati. Greater Cincinnati.....	CVG
Dallas-Fort Worth International.....	DFW
Denver. International.....	DEN
Detroit. Metro Wayne County.....	DTW
Houston. George Bush	IAH
Las Vegas. McCarran International.....	LAS
Los Angeles International.....	LAX
Miami International.....	MIA
Minneapolis-St. Paul International.....	MSP
Newark International.....	EWR
New York. JFK International.....	JFK
New York. LaGuardia.....	LGA
Orlando International.....	MCO
Philadelphia International.....	PHL
Phoenix. Sky Harbor International.....	PHX
Pittsburgh. Greater International.....	PIT
Portland International.....	PDX
St. Louis. Lambert.....	STL
Salt Lake City International.....	SLC
San Diego Intl. Lindberg Field.....	SAN
San Francisco International.....	SFO
Seattle-Tacoma International.....	SEA
Tampa International.....	TPA
Washington. Reagan National.....	DCA

4. The reportable flight operations for which data must be submitted to the Department are all scheduled nonstop domestic passenger operations by a reporting air carrier to or from any reportable airport.

5. In addition to the required data for each reportable flight which must be submitted to the Department, a reporting carrier may also submit the required data for every other nonstop domestic passenger flight it holds out to the public pursuant to a published schedule. In addition, any carrier not included in paragraph II. 2. of this Technical Directive may voluntarily become a reporting carrier and submit Form 234 for its reportable flights for every nonstop domestic passenger flight it holds out to the public pursuant to a published schedule, provided that the Director, Office of Airline Information (OAI), is advised beforehand. Such voluntary data must be submitted for a minimum of 12 consecutive months. The voluntary submission must meet the exact reporting specifications set forth in this directive. Volunteering carriers that wish to discontinue reporting after one year must advise the Director, OAI, a minimum of 30 days before discontinuance, so that the necessary changes can be made to the Department's data programs.

6. Changes in reporting air carriers and reportable airports will be made as necessary by the Director, OAI, under authority delegated in § 385.19 of the Department's regulations.

III. Definitions

Definitions used in this directive include those in § 234.1 as well as the following:

1. 'CRS' means a 'system' as defined in § 255.3 of the Department's regulations,

2. 'Domestic operation' means a flight operation within or between the 50 states of the United States, the District of Columbia, the Commonwealth of Puerto Rico and the U.S. Virgin Islands, and the territories and possessions of the United States. Transborder operations are not included.

3. 'Flight' for purposes of the data to be reported to the Department, means one or more scheduled nonstop operations identified by a specific flight number in conjunction with a specific origin-destination city-pair designation; e.g., flight 102 DCA-ATL-MIA includes two separate flights (DCA-ATL, ATL-MIA).

4. 'Flight' for the purposes of CRS disclosure, means nonstop operations as defined above, plus scheduled one-stop and multi-stop operations identified by a specific flight number in conjunction with a specific origin-destination city-pair designation; e.g., flight 102 DCA-ATL-MIA includes three separate flights for purposes of CRS disclosure (DCA-ATL, ATL-MIA, DCA-MIA).

5. 'Flight operation' means a specific operation of a given flight on a given day; e.g., if flight 102 DCA-ATL operated daily, it had 31 flight operations in July.

6. 'Gate arrival time' is the instance when the pilot sets the aircraft parking brake after arriving at the airport gate or passenger unloading area. If the parking break is not set, record the time for the opening of the passenger door.

7. 'Gate departure time' is the instance when the pilot releases the aircraft parking brake after passengers have loaded and aircraft doors have been closed. If passenger were boarded without the parking brake being set, record the time that the passenger door was closed.

IV. Data Requirements for DOT On-Time Disclosure Reports

1. Each reporting air carrier will file Form 234 for each calendar month. Each report will include all nonstop domestic passenger scheduled flight operations by the reporting carrier that serve one or more of the reportable airports.

2. For each nonstop flight operation serving a reportable airport, the following data elements will be reported:

- A. Carrier (Two Letter Code)
- B. Flight Number
- C. Departure Airport (Three Letter Code)
- D. Arrival Airport (Three Letter Code)
- E. Date of Flight Operation (Year/Month/Day)
- F. Day of Week of this Flight Operation (Monday = 1...Sunday = 7)
- G. Scheduled Departure Time as Shown in the Official Airline Guide (OAG) Pursuant to § 234.4(d)
- H. Scheduled Departure Time as Shown in CRS Selected by the Carrier as its Data Source Pursuant to § 234.4(d)
- I. Gate Departure Time (Actual) in Local Time
- J. Scheduled Arrival Time as Shown in the OAG
- K. Scheduled Arrival Time as Shown in CRS
- L. Gate Arrival Time (Actual) in Local Time
- M. Difference in Minutes Between OAG and Scheduled Departure Time: G minus H
- N. Difference in Minutes Between OAG and Scheduled Arrival Time: J minus K
- O. Scheduled Elapsed Time Per CRS in Minutes: K Minus H
- P. Actual Gate to Gate Time in Minutes: L Minus I
- Q. Departure Delay (Difference in Minutes Between Actual Departure Time and CRS Scheduled Departure Time: I Minus H)
- R. Arrival Delay (Difference in Minutes Between Actual Arrival Time and CRS Scheduled Arrival Time: L Minus K)
- S. Elapsed Time Difference (Difference in Minutes Between Actual Elapsed Time and CRS Scheduled Elapsed Time): P Minus O
- T. Wheels-Off Time (Actual) in Local Time
- U. Wheels-On Time (Actual) in Local Time
- V. Aircraft Tail Number

3. The data format for the elements listed in paragraph 2 above will comply exactly with the flight record field specification set forth in Section V Report Format and

Instructions for On-Time Disclosure Reports and Mishandled-Baggage Reports.

4. All scheduled and actual arrival and departure times will be reported in local time using a 24 hour clock; e.g. 3:15 p.m. will be 15:15. In using local time, the reporting carrier must adjust for time zone differences in computing data elements O, P, and S.

5. Times should be reported in whole minutes; e.g. two hours equals 120 minutes.

6. Flight operations that begin and end in different months will be reported in the month in which they begin.

7. Extra-section, nonscheduled and charter flights will not be reported.

8. Flight cancellation information will be incorporated in the appropriate flight record for the canceled flight operations by entering four zeros in data field I (Gate Departure Time), four zeros in data field L (Gate Arrival Time), four zeros in data field T (Wheels-Off Time), and four zeros in data field U (Wheels-On Time). Aircraft tail number must be reported for canceled flights; however, when a flight has been canceled before a specific aircraft has been assigned to that flight, you would leave field V (Aircraft Tail Number) blank.

9. Information on flights which operated but were diverted to an alternate destination will be incorporated in the appropriate flight record for the diverted flight operation by entering the actual departure time in data field I (Gate Departure Time), four zeros in data field L (Gate Arrival Time), and four zeros in data field U (Wheels-On Time (Actual)).

10. All numeric fields for which data are unavailable will be zero-filled.

11. Any data field resulting from calculations involving such zero-filled fields will also be zero-filled.

12. For data fields Q, R, and S use positive numbers to indicate time in minutes for departure/arrival/elapsed time delays. Use negative numbers to indicate time in minutes for departures, arrivals ahead of schedule and elapsed times less than scheduled.

13. Fields M, N, Q, R, and S, which may contain either a positive or a negative value, should indicate this attribute with the appropriate hexadecimal characters in the zone portion of the unit's position in the field, as follows:

For positive values: Use the hexadecimal character "C" (bit configuration 1100) Example: Positive 23 is coded as F0 F0 F2 C3.

For negative values: Use the hexadecimal character "D" (bit configuration 1101) Example: Negative 138 is coded as F0 F1 F3 D8.

If the field has a zero value, code it as F0 F0 F0 F0.

14. All numeric fields will be right justified, with leading zeros.

V. Report Format and Instructions for On-Time Disclosure Reports and Mishandled-Baggage Reports

1. **Transmittal Letter.** A transmittal letter will accompany each carrier's data submission. The transmittal letter must identify the carrier and month and year for which the data are being submitted, and contain the following information:

(A) A certification statement signed by an appropriate official of the reporting carrier. The certification statement will read:

I the undersigned (Title) _____ of the above-named air carrier, certify that the attached ADP tape/cartridge of BTS Form 234 "On-Time Flight Performance Report" and the attached Mishandled-Baggage Report are to the best of my knowledge and belief, true, correct, and complete reports for the period stated.

Date: _____

Signature: _____

Name (Please Type or Print): _____

(B) the name(s) and telephone number(s) of the carrier's staff who can be contacted to resolve problems regarding both carrier data and ADP technical matters.

(C) for control purposes, a statement indicating the total number of flight operations and unique flight numbers in the Form 234 ADP tape/cartridge submission.

(D) a mailing address for tape/cartridge returns.

(E) for the initial submission, a description of the data submitted, specifying whether the tape/cartridge includes data for only reportable airports or for all domestic scheduled nonstop flight operations.

(F) for the initial submission and for subsequent changes, a statement identifying the source of the scheduled arrival and departure times used in the report: (1) Official Airline Guide in effect on (date) and (2) the name of the computer reservation system used for reporting purposes, pursuant to § 234.4(d).

(2) **Mishandled-Baggage Report.** The reporting carrier's Mishandled Baggage Report will be attached on a separate sheet of paper to the transmittal letter. This report will show the mishandled-baggage information for the reporting month and include the following items:

Name of Carrier _____

Month and Year of the Data included in the Report _____

Number of Domestic Scheduled Passengers Enplaned _____

Number of Mishandled-Baggage Reports Filed with Carrier _____

(3) ADP Tape/Cartridge Requirements

(A) Form 234, "On-Time Flight Performance Report," will be filed on ADP magnetic tape/cartridge. The data will be reported without summarization, with a separate flight record for each reportable operation. Flight records will be sequenced by date

of flight (field E) within market (fields C and D), within flight number (field B).

(B) The format for the ADP magnetic tape cartridge will be:

(1) Magnetic Tape/Cartridge Specifications.

IBM Compatible 9-track EBCDIC recording tape/cartridge.

Recording density of 6250 or 1600 bpi.

record length = 85, Block size = 17000

(2) External label information.

* Carrier name.

* Month and year of data reported.

* File identification.

* Name and phone number of ADP contact.

(3) The order of recorded information.

* Volume label

* Header labels

* Data records

* Trailer labels

(4) Volume, header, and trailer label formats.

use standard IBM label formats.

The file identifier field of the header labels will be

ON TIME SYSTEM XX where XX is the carrier's two letter code.

(5) Magnetic tape/cartridge nonstop segment record layout.

FIELD SPECIFICATIONS FOR FORM 234, DOT ON-TIME DISCLOSURE REPORT

<u>Field and description</u>	<u>Type</u>	<u>Location</u>	<u>Length</u>	<u>Comments</u>
A-Carrier code	Alpha	1-2	2	
B-Flight number	Num	3-6	4	
C-Origin airport code	Alpha	7-9	3	
D-Destination airport code	Alpha	10-12	3	
E-Date of flight operation	Num	13-18	6	Format yymmdd
F-Day of the week of flight operation	Num	19	1	Mon = 1, Sun =
G-Scheduled departure time per OAG	Num	20-23	4	Local time 24
H-Scheduled departure time per CRS	Num	24-27	4	Local time 24
I-Gate departure time (actual)	Num	28-31	4	Local time 24
J-Scheduled arrival time per OAG	Num	32-35	4	Local time 24
K-Scheduled arrival time per CRS	Num	36-39	4	Local time 24
L-Gate arrival time (actual)	Num	40-43	4	Local time 24
M-Difference between OAG and CRS scheduled departure times	Num	44-47	4	In minutes (2
N-Difference between OAG and CRS scheduled arrival times	Num	48-51	4	In minutes
O-Scheduled elapsed time per CRS	Num	52-55	4	In minutes
P-Actual gate-to-gate time	Num	56-59	4	In minutes
Q-Departure delay time (actual minutes CRS)	Num	60-63	4	In minutes
R-Arrival delay time (actual minutes CRS)	Num	64-67	4	In minutes
S-Elapsed time difference (actual minutes CRS)	Num	68-71	4	In minutes
T-Wheels-off time (actual)	Num	72-75	4	Local time 24
U-Wheels-on time (actual)	Num	76-79	4	Local time 24
V-Aircraft tail number	Alpha/Num	80-85	6	Left justified blanks

(6) **Standards.** It is the policy of DOT to support the American National Standards Institute and the Federal Standards Activity in all data processing and telecommunications matters. It is our intention that all specifications in this reporting directive are in compliance with standards promulgated by these organizations.

VI. Submission of Reports

1. **Address:** The address for the Form 234 data submission and the Mishandled-Baggage Report is:

Office of Airline Information, K-25, Room 4125
Department of Transportation
Bureau of Transportation Statistics
400 Seventh Street, S.W.
Washington, D.C. 20590-0001

2. **Due Dates.** The due date for Form 234 and the Mishandled-Baggage Report is 15 days after the applicable reporting month, i.e., data for the month of March are due by April 15. If the 15th day falls on a weekend or Federal holiday, the due date will be the next work day.

3. **Enforcement.** Penalties for late filing or noncompliance with these reporting requirements will be assessed in accordance with 49 U.S.C. 41708.

4. **Missing or Incomplete Records.** Any Carrier subject to this directive which does not file the required data for any period, or files incomplete data, will submit a sworn statement of an officer that the carrier was unable to provide the data because it did not have and could not obtain the necessary records. That statement, as well as the veracity of the information and the data submitted, will be subject to 18 U.S.C. 1001, regarding criminal penalties for false statements made to a government agency. The statement will be filed with the Director, Office of Airline Information, at the address in paragraph 1 above.

5. **Special Circumstances.** Request for waivers, exceptions, extension, or other considerations will be submitted in writing to the Director, Office of Airline Information, at the address in paragraph 1 above.

6. **Return of Tapes/Cartridges.** ADP tapes/cartridges will be returned to the carrier after the data have been reviewed and any problems resolved.

VII. Records Retention

Form 234 and the Mishandled-Baggage Report are statistical reports. The record retention requirements for statistical reports are governed by Part 249, "Preservation of Air Carrier Records" of the Department's Regulations. Specifically, § 249.20-6 requires the information supporting a statistical report to be maintained by the carrier for three years.

VIII. Data Requirements and Instructions for CRS Disclosure

As required by § 234.8 of the Department's Regulations, each reporting carrier providing data pursuant to this directive will calculate an on-time performance code for each reportable (nonstop) flight included in its monthly data submission to the Department, and for each one-stop or multi-stop flight that includes a reportable flight segment as specified below. That calculation will be carried out as follows:

1. Each reporting carrier will compute the arrival delay in minutes for each reported (nonstop) flight operation in its monthly data submission by subtracting the scheduled arrival time for each flight operation per its CRS records (data field K) from the actual gate arrival time (data field L).

2. Using the data derived from the computation in paragraph 1 above, each reporting carrier will calculate, for each nonstop flight in its data submission, the percent of that flight's operations that were on-time during the month (i.e., arrived sooner than the (CRS scheduled arrival time + 15 minutes). The calculation will be performed by dividing the number of reported operations of each flight that arrived less than 15 minutes after the scheduled arrival time, by the total number of reported operations of that flight during the month.

3. Each reporting carrier will convert the percentage derived from the computations in paragraph 2 into a one digit CRS on-time performance code for each reportable flight operated during the month as follows:

Percent of operations of the flights that were on-time	CRS on-time performance code
90 to 100	9
80 to 89.9	8
70 to 79.9	7
60 to 69.9	6
50 to 59.9	5
40 to 49.9	4
30 to 39.9	3
20 to 29.9	2
10 to 19.9	1
0 to 9.9	0

4. New flights as defined in § 234.2 for which no on-time percentage is available yet will be designated with the CRS data code "N" (no record).

5. Each reporting carrier will include the appropriate one digit CRS code (0 through 9 or "N") as a standard data element in each flight schedule it provides the OAG and/or any CRS vendor(s), for every reportable flight.

6. In addition, using the procedure illustrated in this paragraph, each reporting carrier will include the appropriate

one digit CRS code (0 through 9 or "N") as a standard data element in each flight schedule it provides the OAG and/or any CRS vendor(s), for every one-stop or multi-stop flight, or portion thereof, that includes a reportable flight as a final flight segment.

Examples:

If flight 102 operates EWR-DCA-ATL-MIA, provide the on-time performance codes for:

102 EWR-DCA (calculated per paragraphs 1-4 above)
102 DCA-ATL (calculated per paragraphs 1-4 above)
102 ATL-MIA (calculated per paragraphs 1-4 above)
102 EWR-ATL: assign 102 DCA-ATL performance code
102 EWR-MIA: assign 102 ATL-MIA performance code
102 DCA-MIA: assign 102 ATL-MIA performance code

If flight 103 operates BUF-SYR-EWR-DCA, provide on-time performance codes for:

103 SYR-EWR (calculated per paragraphs 1-4 above)
103 EWR-DCA (calculated per paragraphs 1-4 above)
103 BUF-EWR: assign 103 SYR-EWR performance code
103 BUF-DCA: assign 103 EWR-DCA performance code
103 SYR-DCA: assign 103 EWR-DCA performance code

If flight 104 operates MKE-DTW-CMH-LEX, provide on-time performance codes for:

104 MKE-DTW (calculated per paragraphs 1-4 above)
104 DTW-CMH (calculated per paragraphs 1-4 above)
104 MKE-CMH: assign 104 DTW-CMH performance code

7. A flight that is not a new flight will be assigned the on-time performance code calculated for the flight that it replaces, even if the two flights do not have the same flight number.

8. No later than the 15th day of each month, each reporting carrier will deliver or arrange to have delivered to its CRS vendor(s), updated on-time performance codes. If a carrier relies on a third party to supply such flight information to CRS vendor(s), the carrier will provide their flight information, including the appropriate CRS on-time performance codes, at the same time that the carrier submits its monthly flight data to the Department.

9. The calculation and assignment of on-time performance codes for flights other than reportable flights, as permitted in §234.10, will follow the procedures set forth above. Carriers are required to perform those calculations only for reportable flights, and for one-stop or multi-stop flights, or portions thereof, that include a reportable flight as a final flight segment, but may do so for all flights at their option.

10. No carrier may provide on-time performance codes to the OAG or to any CRS vendor(s) for any flight during any month unless the carrier also provides the required flight data for the month to the Department as specified in Part 234 and in this Technical Directive.